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# Local / Regional Standards Boards Newsletter

W I N T E R 2 0 0 9

## Think Spring!

We hope you are enjoying the winter wonderland which we are currently experiencing and are looking forward to spring. It was a busy autumn here at the DOE and it continues to be a busy winter also. On January 19<sup>th</sup>, the DOE welcomed a new commissioner, Armando Vilaseca. Most recently, Armando was the superintendent of Franklin West Supervisory Union District in Fairfax, but he has also been a teacher, assistant principal, and principal in several Vermont schools/districts. Currently, we do not anticipate any major changes in the direction here at the DOE from our new Commissioner. However, if changes occur we will do our best to keep you informed.

The Vermont Standards Board for Professional Educators (VSBPE) at its December meeting decided not to move forward with the New Relicensing Proposal at this time. More reflection on the proposal will be done in the upcoming months. This proposal was the one shared with you at the summer conferences. Many educators either responded to the NEA survey or drafted thoughtful responses on their own. Comments to the new proposal ranged from totally in favor of the proposal to very much against it for a variety of reasons. The Educator Quality Division (EQ) and members of the VSBPE read through all the comments received and appreciate the effort put forth by those who drafted thoughtful responses, either for or against the proposal. Thank you to all who shared their thoughts, concerns, and comments.

Here are some of the frequently asked questions that have come in since the summer conferences.

## Educators Moving from a Level I to Level II License

**Q:** What do Boards tell Level I educators who are able to move an endorsement to a Level II this renewal year (2009) regarding Professional Development hours? Do these educators need to document 45 hours of PD?

**A:** No, this particular group of educators **will not** need to document the 45 hours of PD for this **renewal year (2009) only**. Since the Regulations (5421(b)) went into effect in April of 2008, the Office decided to grandfather those educators moving an endorsement from a Level I to Level II this renewal year (2009). Therefore, this group of educators will follow the 2003 Regulations and **NOT** be required to document 45 hours of PD. **This policy is only for those Level I educators moving an endorsement to a Level II this year (2009).**

This rationale was due to the timing of when the 2008 Regulations took effect. The Office did not want to create any undue hardship for educators who were under the belief that they would not need to document any professional development hours to move a Level I endorsement to a Level II to have to obtain all the necessary 45 hours in one (1) year.

Starting with the 2010 renewals, **ALL Level I educators** (whether moving a Level I endorsement to a Level II or remaining on a Level I) will need to document 45 hours of professional development to renew.

**Q:** An educator just moved a Level I endorsement to a Level II, but the Office made a mistake on the educator's license and didn't list the added endorsement for seven (7) years. Why?

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**A:** The Office probably didn't make a mistake if the new endorsement that just moved to a Level II was put on an already existing Level II license. In that case, the new Level II endorsement acquires the same expiration date as on the existing Level II license. The credits required to renew the additional endorsement will be prorated to reflect the shortened time period. (See further explanation later in this newsletter.)

**(Regulation 5422** – Educators who hold both a current Level I license and a current Level II License, and have Level I endorsement(s) being recommended for a Level II License, shall have the endorsement(s) issued on their current Level II License.

The expiration date of the additional Level II endorsement(s) shall be the expiration date of the current Level II License.)

### For example:

Mary Jones holds a Level II license with an elementary endorsement. The Level II license is valid from July 1, 2007 through June 30, 2014. Mary also holds a Level I license with a 0-36 endorsement. This license is valid from July 1, 2008 through June 30, 2011.

At the end of June 2011, Mary will have been teaching third grade for three years. Therefore, she has three years of practice under her Level I 0-36 endorsement. Mary comes to her Local Board in January of 2011, with an amended IPDP (she already has one in place for her Level II elementary education endorsement) to include a goal which addresses the 0-36 endorsement which she is ready to move to a Level II. She also presents her Transition Form for Level I to Level II, signed by her **current** administrator, and her completed renewal form. (Mary previously submitted 45 hours of professional development activities which were approved by her Board.) The Chair or Co Chair sign off on the renewal form and Mary sends her relicensure material to the Office with a check for \$40. (To add an endorsement to an existing Level II license the fee is currently \$40. In 2007, Mary paid for the Level II license, so she now only pays to add an endorsement.)

When Mary receives her new license, both her Level II endorsements will appear on it with the same expiration date (2014).

So when it comes time to renew her Level II license in 2014 which now includes two endorsements, Mary will need to write a new IPDP which addresses both endorsements and all the other requirements necessary to renew a Level II license. She will also need to show evidence of 135 hours of PD for her elementary endorsement (with 45 hours specifically addressing the knowledge and performance standards) and 60 hours of professional development (from 7/1/11 – 6/30/14) with 20 hours specifically addressing the knowledge and performance standards of her 0-36 endorsement. Can some of her professional development for the endorsements overlap? Yes, if it is applicable to the timeframes and endorsements.

When Mary bumped her early education endorsement to a Level II her LSB explained that the hours of professional development for this endorsement would be prorated when it came up for renewal in 2014. The Board also told her how many hours she would need.

Now when Mary renews, she will send in all the necessary paperwork and a check for \$280 (based on current fees) for her new Level II license. It doesn't matter how many endorsements are on the license, the cost for a Level II license is one fee.

## Prorating Professional Development Hours

**Q:** How should Boards prorate PD hours for educators adding endorsements to existing Level I or Level II licenses?

**A:** There may be occasions when professional development credits need to be prorated. For example, when an additional endorsement is added to an existing Level I license.

## Prorating Professional Development Hours

### Level I Licenses

Level I endorsements held for two years would need 30 clock hours/2 credits of professional development in that endorsement area. 10 hours/.66 credits must align with the content knowledge standards of the endorsement.

Level I endorsements held for one year would need 15 clock hours/1 credit of professional development in that endorsement. Five clock hours/.33 credits must align with the content knowledge standards of that endorsement.

### Level II Licenses

To determine the number of Professional Development hours/credits needed when an educator adds an additional endorsement to an existing Level II license just prorate the hours/credits needed. Use the following formula:

Take the number of years that the added endorsement will be valid on the current Level II license and divide that by the total number of years on a Level II license (7). Then multiply that number by 9 (the total number of credits needed per endorsement) and that will give you the total number of credits needed for the **added** endorsement.

Next divide that number by 3 (total number of credits needed to align with the content knowledge and performance standards of each endorsement) and that will give you the number of credits needed to align with the content knowledge and performance standards of the **added** endorsement.

For example: If an educator adds an endorsement to an existing Level II license for 3 years then  $3/7 = .43 \times 9 = 3.9 = 4$  credits/60 hours in that endorsement, one third of which needs to align with the specific content knowledge and performance standards of that added endorsement.

Adding an endorsement for 6 years would be  $6/7 = .86 \times 9 = 8$  credits/120 hours, one third of these credits must address the specific content knowledge and performance standards of the added endorsement.

The remaining credits may address the general competencies and to again reiterate: credits/workshops/hours may overlap as long as they align with each endorsement area.

This is strictly a guideline. Since endorsements are added throughout the entire year, please use your judgment when applying these guidelines.

## Administrators Who Hold a Provisional License

**Q:** Which Board, an LSB or an RSB, should handle the renewal of an administrator who only holds a Provisional license with an administrator endorsement?

**A:** An administrator who is currently working under a Provisional license (and holds no other administrator endorsement only a teaching endorsement) should renew the teaching endorsement through the Local Standards Board. This is due to the fact that this educator only holds a valid Vermont license with a teacher endorsement(s). When the educator converts his Provisional license with an administrator endorsement to a Level I license, then the educator will be served by a Regional Board if the majority of his or her employed time is under the administrative endorsement.

This also applies to reinstatements. If an educator wants to reinstate a teaching endorsement and does not hold a valid Vermont administrator endorsement (Level I or II) the educator must reinstate through a Local Board. This is regardless of the duties the educator is currently doing (hopefully under a Provisional).

## Educator Materials

**Q:** How long should Boards keep an educator's materials?

**A:** Boards should maintain an educator's file for the duration of the relicensure cycle. A cycle is complete when the Board receives a copy of the educator's new license (for the next seven year cycle) or when the educator's name appears on the DOE's list of current renewals for that year. The Board needs to keep a copy of the educator's new IPDP for the next seven year cycle. A Board may discard an educator's file one year after the end of a cycle when an educator is no longer associated with the school/district served by the Board. (See Plan of Operations, Section One – Part II, Section H – Documents and Records – numbers 4 and 5.)

## Overlap of Professional Development Hours

**Q:** May professional development hours overlap endorsements and Level I and Level II licenses?

**A:** Yes, if the professional development hours are applicable to the endorsements and are completed within the timeframes of the license cycles.

## Provisional Licenses

**Q:** Does time practiced under a Provisional License for an endorsement count towards time needed to move that Level I endorsement to a Level II?

**A:** **NO**, time practiced under a Provisional License does not count towards the three years needed to move a Level I endorsement to a Level II.

**Q:** Can professional development hours completed while practicing under a Provisional license be used for the endorsement for relicensure?

**A:** **NO**, since the professional development would not fall within the cycle of the Level I license. However, the professional development hours may be used for another endorsement on an existing Level I or Level II license if applicable to the other endorsement.

**Q:** What are the Board's obligations to educators practicing only with a Provisional License?

**A:** Basically, the Board does not have any obligations. However, the Department does ask that you help these educators with licensing questions, especially with questions dealing with requirements that these educators will need to know to receive a valid Vermont license and who will then will be required to follow LSB procedures.

## Renewals

**All 2009 renewals were mailed out to educators the last week of October 2008.** Many renewal packets were returned to the Office for a variety of reasons. Please remind your educators up for renewal in 2009 that if they haven't received their renewal packets to contact the Office **themselves** either by mail or e-mail. Educators should include the last four digits of their social security number or their educator identification number and their former and current address or name change. The packet will then be sent out to them. Usually renewal packets are returned due to incorrect addresses. Our mailing address and general e-mail address are: DOE – Licensing Office, 120 State St. Montpelier, VT 05602 [doe-licensinginfo@state.vt.us](mailto:doe-licensinginfo@state.vt.us).

## Renewal Forms

After listening to your suggestions at the summer conferences, it was decided that if an educator does not complete the professional development section of the renewal form this year, but the renewal form has the signature of an L/RSB Chair or Co Chair or designee, then the renewal will be processed, as it had been several years ago. The signature of an L/RSB indicates to the Office that the necessary requirements to renew have been verified by the Board. However, should an educator complete this section, then that is acceptable as well.

## Retired Educators

The 2008 Regulations (Sec. 5424) now state that an educator applying for an initial Retired Educator License shall have 45 hours of professional development within three (3) years preceding the application. However, educators applying for an initial Retired Educator License this year will not be held to this change in the Regulations for the same rationale as the Level I to Level II professional development requirement (the timing of the Regulations).

Please inform your educators considering applying for a Retired Educator License that after June 2009, they will need to comply with the 2008 Regulations.

## Refunds

Please advise educators waiting for a refund that the average time to process a refund is currently eight weeks.

## Grants

Grant money for Boards has been processed and money has either been sent out or is awaiting district forms to be returned to the DOE. If you have any questions regarding your grant, please call me and I'll check into a Board's particular situation/status.

## Plans of Operations

Currently, the Plans are being reviewed. Please forward with your Plan, the Appendices that are part of your Plan. The Appendices that the DOE are requiring to be included with your Plan will be sent to each Board as their plan is reviewed. The Appendices are also included with this newsletter as a separate attachment. It is not anticipated that the Boards should encounter any major work with this addition.

## Visits

I am currently scheduling visits/workshops with Boards. I have had the pleasure of visiting many different Boards this year and meeting many more Board members. Also, by visiting Boards I am able to pass useful suggestions/strategies on to Boards that other Boards are currently using and finding successful. Therefore, a very large thank you goes out to all those Boards visited so far this year. Listening to your suggestions and hearing your questions helps me to serve you better.

So, please call and we'll schedule a visit. I do travel and do after school meetings.

## IPDPs

Please make sure that an approved IPDP is signed and dated by the Board (amendments too) either on an attached cover sheet or the IPDP itself. This is so when an educator transfers to another district, the new Board knows that the IPDP has been previously approved.

## Location

Please inform your educators that the Office is no longer located in Montpelier, but at the old Harry's department store on Route 302 in Berlin. We've had some educators try and find us in Montpelier. The Office is located between Burger King and the Steak House Restaurant and is housed in the same building as the Vermont State Lottery. Our phone numbers and mailing address have remained the same.

## Meet the VSBPE Members

I thought the idea of knowing who formulates and directs the Regulations, Statutes, and policies that impact educators was a very good one. This concept of introducing you to the educators/community members who constitute the VSBPE was developed by Mary Beth McNulty, our Results Oriented Program Approval (ROPA) Consultant here in the Educator Quality Division. In this newsletter, I thought we'd begin with Brian Howe, Chair; Janet Steward, Vice Chair; Dolly Corkins, Chair of the Teacher/Administrator Relicensing Committee; and Heather McCollum, Chair of the Higher Education Committee.

### Brian Howe, Chair of the VSBPE

VSBPE Chair Brian Howe has served on the Board most recently since 2003. Brian also served on the former Professional Standards Board from 1992 through 1998. Brian has taught fifth and sixth grade math and science at Fisher Elementary School in Arlington, Vermont and is currently a middle grades math and science teacher at Arlington Memorial High School. During his hiatus from the Board, Brian continued his Board involvement through membership on several ROPA visits. In his spare time, he is an EMT for the Bennington Rescue Squad and is also a part-time dispatcher for the Bennington Police Department.

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### **Janet Steward, Vice Chair of the VSBPE**

Vice Chair Janet Steward has served on the board since 2001. She is a 1st Grade Teacher at Morristown Elementary School, and has been teaching for 26 years. Janet was the 2002 Vermont Teacher of the Year and a recipient of the 2004 U.S. Department of Education Star Teacher award. She is passionate about the teaching of reading and writing, and has led many trainings, workshops and professional development activities relating to these topics. Janet also enjoys spending time with her Scotch Highland Cattle, tending her 13 flower gardens, bird watching, and restoring old cars. Janet is the former Selectboard Chair for the Town of Plainfield, and currently participates in the Vermont Loon Recovery Project, finding and monitoring successful loon chick hatches on Vermont's lakes and ponds. She also sells her photography and Highland Beef at local Farmer's Markets throughout the year.

### **Dolly Corkins, Chair of the Teacher/Administrator Relicensing Committee**

Chair of the Teacher/Administrator Relicensing Committee Dolly Corkins has served on the board since 2005. Dolly is also a chair for the North Country Schools LSB (formerly OENSU) and has been a member of that board since 2000. She has taught at the Newport Town School for 30 years in kindergarten, first grade, and in her current position as math specialist and tech support for teachers integrating technology. Dolly lives in Newport with her husband and two children and is actively involved in many local youth programs including scouting and youth bowling.

### **Heather McCollum, Chair of the Higher Education Committee**

Heather McCollum, a member of the Standards Board since 2007, is a Professor of Liberal Studies and the Director of Teacher Education for the BA program at Union Institute and University's Vermont Center. She has been involved in many different approaches to teacher education, including stints at Green Mountain College and Middlebury College, and is encouraged by the diversity and flexibility available to prospective educators in Vermont. In an earlier life she was a policy analyst for an education research firm in Washington D.C. Her academic interests focus on equity issues ranging from teacher quality to federal policy.

## **Summer Conferences**

### **2008 Conferences**

**ALL** Local and Regional Boards attended a summer or makeup conference this year, a first!! Thank you to all the members who took time out of their vacations/ work schedules to attend a conference and make all the conferences a success. All evaluations were read and appreciated and as always your comments/ input/ concerns are welcomed. If we can implement any suggestions that will better serve you and all educators, we will make every effort to do so.

### **2009 Conferences**

Soon it will be time to be considering the summer conferences once again. Due to budget constraints, I'm not sure what changes will be made to the existing format of the conferences. However, to date I have received some suggestions for topics, so please feel free to e-mail or call me with any suggestions you may have. There will be more information regarding the summer conferences at a later date. Thank you too for your suggestions on venues.





## Pictures from the Lake Morey Conference held on July 31, 2008



Thank you for all the work you do on the part of the Vermont educators you serve. It's a pleasure to work with all of you. If you have any questions regarding the newsletter, please do not hesitate to contact me. Enjoy the remainder of the winter and think spring! ~Deb Giles

### LRSBs Online

[http://education.vermont.gov/new/html/pgm\\_prostandards/lrsb/lrsb.html](http://education.vermont.gov/new/html/pgm_prostandards/lrsb/lrsb.html)

## Contact Information

Vermont Department of Education homepage: <http://education.vermont.gov>

The licensing office accepts requests for information via e-mail to [doe-licensinginfo@state.vt.us](mailto:doe-licensinginfo@state.vt.us). E-mails must include a full name, complete mailing address, and telephone number with area code. The Licensing Office can also be reached at (802) 828-2445.

Please contact Deb Giles at [deborah.giles@state.vt.us](mailto:deborah.giles@state.vt.us) or via phone at (802) 828-1370 for information.